
EFFECTIVE

August 1, 2021.

Subject(s)

1. Adult services requirements.
2. Plan of care.

1) ASM 115**Adult Services Requirements**

Added language that a DHS-54A, Medical Needs form remains active for 90 days after the original certification date on the DHS-54A. If the case is denied and a new referral is made within 90 days of the original certification date on the DHS-54A, there is no need to obtain a new medical needs form unless there are changes in the condition of the client.

Reason: Clarification of policy and to create consistency between Adult Community Placement (ACP), Home for the Aged (HA), and Home Help programs.

Changed language from authorized amount to authorized monthly hours and minutes. This change was made to the DHS-1210, Services Approval Notice.

Reason: Home Help policy changed from a monthly dollar amount to approved monthly hours and minutes.

2) ASM 130**Plan of Care**

Added language for documenting service animals.

Added language for documenting an emergency plan in the event the primary caregiver is unavailable or unable to provide care.

Removed requirement of case file needing a copy of the Home Help Plan of Care (MDHHS-5536).

Reason: COVID-19 has adult services workers working from home and limited access to equipment.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[ASM 115](#)

[ASM 130](#)